

# FREQUENTLY ASKED QUESTIONS

## FUEL GAS LICENSING

❖ **How much is a 2 year Fuel Gas renewal?**

Answer: \$200.00

❖ **How much is an initial license for Trainee or Fuel Gas Technician?**

Answer: New Domestic Appliance Technician \$175.00, new Fuel Gas Fitter \$205.00 and new Trainee \$65.00 (fees include the \$25.00 application fee)

❖ **How many hours do I need of continuing education for my 2 year renewal?**

Answer: 3 hours of "Code Update" and 5 hours of "Continuing Education".

❖ **How much is an Initial 2 year Business Entity license?**

Answer: Sole Employee no fees, 1-5 employees \$215.00, 6-20 employees \$325.00 and 20+ employees \$475.00 (fees include the \$25.00 application fee)

❖ **What do I need to submit for a Fuel Gas Technicians license?**

Answer: Completed application, affidavit, (1) 2x2 color photo, copy of drivers license, copy of out of state gas license (if applicable) and copy of schooling (see below the schools accepted) and applicable fees and you will need a copy of your State Police Criminal Record.

❖ **How do I get in touch with the State Police Criminal Records Department?**

Answer: They are located at 33 Hazen Drive, Concord NH. Phone # 603-223-3867

❖ **What education programs are accepted for Fuel Gas Fitters licensing?**

Answer: CETP (Certified Employee Training Program), Granite State Trade School, or NH School of Mechanical Trades.

❖ **What do I need to do if I have an expired license?**

Answer: If it is within the 30 day grace period send in required continuing ed. and code update and \$200.00. If it is over 30 days send in schooling and \$400.00 (\$200 renewal, \$75 late, \$125 reinstatement). If it is over 120 Days (which would be 4 months after expiration) you will need to take and pass the lapsed licensing exam with Granite State Trade School or NH school of Mechanical Trades, or Scott Padden (NH Gas fitters' cont. ed. online) and send in \$225.00.

❖ **What do I need to submit for a business license?**

Answer: You need the completed application and copy of the master plumber and/or fuel gas fitting license held by the responsible managing employee, a letter signed by all of the managing members, corporate officers, partners, and/or business entity owner stating that the person who signed the application is the "responsible managing employee" or record for the business entity and if the applicant is a business incorporated, formed or located outside the New Hampshire, a photocopy of its certificate of authority to conduct business in New Hampshire.

❖ **What do I need to do to get a letter of good standing for my license for another state?**

Answer: Come into the office or mail in a request for letter of good standing with the persons name, address where to mail, license number and fee of \$25.00.